

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 3244 **TITLE:** PROBATION COUNSELOR III **GRADE:** S-24

DEFINITION:

Under limited supervision, performs professional intake activities and specialized probation/counseling activities, or assists in supervising the activities of a satellite office; and performs related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

This class is distinguished from Probation Counselor II by the requirement of increased quality of the supervision given to individual cases. This quality involves professional knowledge and experience and ability to apply such professional skills.

ILLUSTRATIVE DUTIES:

Examines and evaluates the individual circumstances of each case referral;
Makes an intake disposition, including decisions such as informal handling, rejection of a case on a jurisdictional basis, referral to other agencies or setting the case on the docket for a court hearing;
Maintains liaison with State and local law enforcement agencies;
Interprets policies and regulations for clients;
Works with other Counselors in the disposition of cases assigned;
Evaluates effectiveness of methods and procedures and recommends changes where necessary/or supervises supporting services personnel in a satellite operation;
Maintains caseload schedule;
Keeps records and writes reports;
Composes and dictates case records, petitions and correspondence;
May be required to drive 16-passenger van for educational and recreational trips.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the principles of psychology and sociology;
Knowledge of the practices and procedures of casework supervision and intake activities;
Knowledge of Federal, State and local juvenile and domestic relations laws;
Ability to speak and write effectively;
Ability to develop and maintain effective working relationships with a variety of individuals.

EMPLOYMENT STANDARDS:

Any combination of education, experience, and training equivalent to:

Graduation from an accredited four-year college or university with a Master's degree in social/behavioral sciences, law enforcement, or education; AND two years of professional experience in probation work.

CERTIFICATES AND LICENSES REQUIRED:

Contingent upon area of assignment, some positions in this class may require a Commercial Driver's License.

REGRADED:	July 1, 2005
REVISED:	August 31, 2000
REVISED:	May 21, 1992